



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
MAY 10, 2012**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:31 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, May 10, 2012.

ROLL CALL

COMMISSION MEMBERS PRESENT:	<i>William Sendt</i> , Chairperson <i>Raphael Courtney</i> , Vice-Chairperson <i>Marcus Bush</i> , Commissioner <i>Leslie Coyote</i> , Commissioner
COMMISSION MEMBERS ABSENT:	None
STAFF PRESENT:	<i>Stacey Stevenson</i> , Human Resources Director <i>Lilia Muñoz</i> , Human Resources Technician
REPRESENTATIVES PRESENT:	<i>Leslie Deese</i> , City Manager

SALUTE TO THE FLAG

Commissioner Coyote led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of January 12, 2012

Chairperson Sendt asked for an update on the by-laws and redevelopment. HR Director Stacey Stevenson informed the Commission that with the assistance of the City Attorney, her goal is to have the by-laws completed by the end of the year, but will provide them with an update.

In regards to redevelopment, there are only a few employees remaining that are dedicated to redevelopment, and it is still going to take a few years before redevelopment is phased-out. It is expected to transfer those employees to the general fund, with some of their salary charged to the successor agency. It will not require re-classification of these employees because they are currently City employees.

Chairperson Sendt informed them that due to a computer malfunction, he is still working on retrieving training materials. He also asked for a status on the letters of appreciation for Mr. Cano and Ms. Camacho. HR Director Stacey Stevenson replied that at the time of the request it was for Commissioner Cano, and she did ask the Mayor's Office and believes the letter was completed.

Action: Motion made by Courtney, seconded by Coyote, and unanimously carried to approve the regular meeting minutes of January 12, 2012.

REPORTS FOR FILE

Personnel Report Report of Vacancies

Action: No Motion made; however were approved to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

None

NEW BUSINESS

Presentation: Organization and Budget Update, City Manager Leslie Deese

City Manager Leslie Deese provided a powerpoint presentation to the Commission in regards to the City's organization and budget.

Request to create a new classification titled Director of Administrative Services Request to exempt Director of Administrative Services from classified service

City Manager Leslie Deese provided the information on creating and exempting the classification of Director of Administrative Services. She also informed them that HR Director Stacey Stevenson would assume the responsibilities under the classification of Director of Administrative Services.

City Manager Leslie Deese and HR Director Stacey Stevenson answered questions from the Commission. Further discussion ensued on the request to create and exempt the classification.

Action: Motion made by Courtney, seconded by Bush, and unanimously carried to create a new classification titled Director of Administrative Services.

Action: Motion made by Bush, seconded by Courtney, and unanimously carried to exempt Director of Administrative Services from classified service.

Request to add Section 313, Veterans Preference to Civil Service Rule III – Applications, Examinations & Eligible Lists

HR Director Stacey Stevenson informed the Commission that the City has not had a Veterans Preference in place for many years. In light of the current executive orders under President Obama, he has put some new initiatives and funding in place to encourage hiring Veterans. We do have funding streams that we seek, and having a Veterans Preference in place would put us in a better position to receive those federal funds. The language models the federal level preference and other local agencies.

Action: Motion made by Coyote, seconded by Courtney, and unanimously carried to add Section 313, Veterans Preference to Civil Service Rule III – Applications, Examinations & Eligible Lists.

STAFF COMMENTS

HR Director Stacey Stevenson invited the members of the Commission to the Special Council Meeting on the Preliminary Budget Workshop on Tuesday, May 22, 2012 at 6:00 p.m. in the Council Chambers. Also informed them that we just closed recruitment for Firefighter, and we will be filling two vacancies. One vacancy being a temporary hire due to Firefighter Goffigan receiving military orders for one year, and due to the Commission amending one of the sections in the Civil Service Rules, that section will be applied to fill that position on a temporary basis. When Firefighter Goffigan returns from military service, he will have an automatic right back to his position.

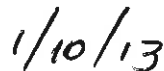
COMMISSIONER COMMENTS

Vice-Chairperson Courtney asked if there were any interviews for the vacant commission seat and if any hearings were coming up. HR Director Stacey Stevenson responded that no interviews have been conducted and the vacancy is still posted. She encouraged the Commission to refer a City resident to apply. In regards to hearings, there are no hearings in the works.

ADJOURNMENT

Action: Motion made by Coyote, seconded by Bush, and unanimously carried to adjourn the regular meeting at 6:55 p.m., Thursday, May 10, 2012, to the next regular meeting of the Civil Service Commission on Thursday, July 12, 2012, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.


CHAIRPERSON



DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.